



Five Steps to File

Filing your workers' compensation quarterly report online

*Keep for
future
reference*



- 1. Watch the mail for your Rate Notice.** We will mail you a Rate Notice that shows your hourly premium rate for each risk classification. Like other types of insurance, this hourly rate is based on the risk of injury for that type of work or industry.
- 2. Keep careful payroll records.** Prepare by keeping accurate payroll records, as required by law. You will use your workers' total work hours in order to calculate the premium you owe.*
- 3. Get ready to calculate your L&I payroll deductions.** Employers are responsible for paying all premiums due. However, in Washington State workers pay a share of the total hourly rate through payroll deduction. The exact amount is shown on your Rate notice in the column "Employee Withholding." You may deduct that hourly share from your workers' pay.
- 4. Be prepared to complete your first Quarterly Report online and calculate the premium you owe.** You must file your Quarterly Reports and pay your premiums each quarter, *even if you have no employees or payroll hours to report.*

We offer two online options for filing: via *Quick File* and via *Claim & Account Center*. Both online systems show the risk classification(s) and hourly rate(s) from your Rate Notice. To get started, go to: www.Lni.wa.gov/QuarterlyReports. If you do not have online access, please contact your account manager or call 360-902-4817.

- 5. Submit your Quarterly Report and premium on time.** Quarterly Reports are due no later than the last day of the month that follows the end of the quarter. You will be charged a late fee for late filing.

**Most rates are by the hour. If you are one of the few types of businesses that are charged by the "unit," we will let you know.*

When Your Quarterly Reports Are Due

Quarter	Due By
January 1 through March 31	April 30
April 1 through June 30	July 31
July 1 through September 30	October 31
October 1 through December 31	January 31